

Memorandum

Date: September 25, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Donner Pass Inspection Facility

File No.: 223.11674.16735.Admin.Memos

Subject: CATEGORY 10 - UNIFORM AND EQUIPMENT INSPECTION REPORT

Attached is the Category 10 inspection report for the Donner Pass Inspection Facility which was conducted on September 17, 2008, by Chief Champion. Should you have any questions, please feel free to contact me at (530) 587-1242.



WILLIAM WEDDERBURN, Lieutenant
Commander


Attachments

**AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION**

CHP 453K (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Donner Pass	Valley	223
EVALUATED BY		DATE
Chief Champion		09/17/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE N/A	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	
<input type="checkbox"/> Correction Report BY _____		DATE 9/25/08	
1. PERSONNEL INSPECTION		EVALUATED Yes	ACTION REQUIRED None
		CORRECTED N/A	

a. Do employees maintain a high standard of appearance?

☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms?

☒ Yes ☐ No**2. WEAPONS INSPECTION**

EVALUATED Yes	ACTION REQUIRED None	CORRECTED N/A
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a. Are primary weapons inspected annually?

☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days?

☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division?

☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property?

☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons?

☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections?

☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year?

☒ Yes ☐ No

(1) When was the last audit conducted? 09102007

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year?

☐ Yes ☒ No

1. (a) Chief Champion complimented the entire squad for their uniform appearance and grooming standards. He pointed out Officer Hassel's uniform appearance as outstanding.

2. (c) 1 2008 audit is currently being conducted.

M e m o r a n d u m

Date: August 25, 2008

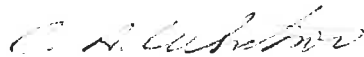
To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Grass Valley Area - 230

File No.: 230.7909.12474

Subject: UNIFORM AND EQUIPMENT INSPECTION – CHAPTER 10

On August 12, 2008, the Grass Valley Area conducted a formal uniform inspection at the Area office. The entire uniform staff participated in the inspection. It was noted by Assistant Chief King that there were no discrepancies found and he was impressed by Officer Eric Wagner, 10781, and Sergeant Matt Whiting's 12888, performance. The Grass Valley Area employees maintain a high standard of appearance and are in compliance with HPM 73.5, Uniform, Grooming and Equipment Manual.



C.A. WHITMORE, 7909
Lieutenant

AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION
 CHP 453K (Rev. 5-06) OPI 009

AREA Grass Valley	DIVISION Valley Division	NUMBER
EVALUATED BY Assistant Chief K. King		DATE 08-12-2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW Lt. Whitmore, #7909 DATE 8/12/08
1. PERSONNEL INSPECTION		EVALUATED Yes	ACTION REQUIRED No

a. Do employees maintain a high standard of appearance? ☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms? ☒ Yes ☐ No

2. WEAPONS INSPECTION

EVALUATED	ACTION REQUIRED	CORRECTED
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a. Are primary weapons inspected annually? ☐ Yes ☐ No

(1) Are deficiencies corrected within 30 days? ☐ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division? ☐ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property? ☐ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons? ☐ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections? ☐ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year? ☐ Yes ☐ No

(1) When was the last audit conducted?

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year? ☐ Yes ☐ No

Memorandum

Date: September 4, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Amador Area

File No.: 295.12996.chpt10inspection

Subject: UNIFORM AND EQUIPMENT INSPECTION - CHAPTER 10

Attached is a copy of a Uniform and Equipment Inspection (Chapter 10) conducted at the Amador Area (295) by Lieutenant Bruce Kynaston, #12996, on September 3, 2008.

Discrepancies noted during the inspection have been corrected.



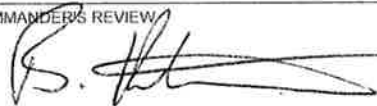
B. A. KYNASTON, Lieutenant
Commander

Attachment

AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION
CHP 453K (Rev. 5-06) OPI 009

AREA 295	DIVISION Valley	NUMBER
EVALUATED BY Lieutenant B. A. Kynaston		DATE 09/03/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 09/03/2008
1. PERSONNEL INSPECTION		EVALUATED Yes	ACTION REQUIRED No CORRECTED N/A

a. Do employees maintain a high standard of appearance? ☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms? ☒ Yes ☐ No

2. WEAPONS INSPECTION	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. Are primary weapons inspected annually? ☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days? ☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division? ☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property? ☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons? ☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections? ☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year? ☒ Yes ☐ No

(1) When was the last audit conducted? October, 2007

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year? ☒ Yes ☐ No

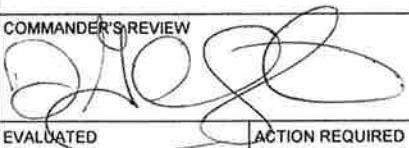
On 09/03/2008, a formal inspection was conducted by Lieutenant Kynaston (#12996) at the Amador Area. Nine personnel were in formation for the inspection. One officer was missing a name-plate. This was noted and corrected immediately following the inspection. No other deficiencies were noted during the inspection. In addition to the formal uniforms, personnel were requested to present their tactical duty helmets for inspection. All personnel in attendance had their tactical duty helmets readily available and all were found to be in good condition.

**AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION**

CHP 453K (Rev. 5-06) OPI 009

AREA Chico Area	DIVISION Valley	NUMBER 241-03-08
EVALUATED BY Sgt. Vickers		DATE 08/20/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation	SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No BY _____	COMMANDER'S REVIEW 	DATE 8-22-08
1. PERSONNEL INSPECTION	EVALUATED 08/20/2008	ACTION REQUIRED Yes
		CORRECTED 08/20/2008

a. Do employees maintain a high standard of appearance? ☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms? ☒ Yes ☐ No

2. WEAPONS INSPECTION

EVALUATED 08/20/2008	ACTION REQUIRED No	CORRECTED
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a. Are primary weapons inspected annually? ☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days? ☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division? ☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property? ☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons? ☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections? ☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year? ☒ Yes ☐ No

(1) When was the last audit conducted? March 2008 annual weapons inventory.

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

Chapter 10 - Uniforms and Equipment Inspection

August 20, 2008

Page 2

1. PERSONNEL INSPECTION

b) Valley Division Assistant Chief K. King and Chico Area Commander, Captain D. Gillingwater, conducted a formal Chapter 10 uniform inspection of the Chico Area uniformed personnel. All of the Area personnel looked exceptional with additional comments noted:

- | | |
|--------------------------------|------------------------|
| 1. Sgt. D. Vickers, #9573 | Exceptional appearance |
| 2. Sgt. B. Carpenter, #10683 | |
| 3. Sgt. S. Evans, #11266 | |
| 4. Officer P. Sadowski, #13661 | Exceptional appearance |
| 5. Officer T. Bergman, #15266 | Exceptional appearance |
| 6. Officer R. Snoke, #17114 | |
| 7. Officer G. Stites, #10568 | |
| 8. Officer E. Lund, #12419 | |
| 9. Officer R. Hisle, #16513 | |
| 10. Officer C. Zaugg, #10748 | |
| 11. Officer S. Bernal, #16932 | |
| 12. Officer R. Boyer, #14960 | Exceptional appearance |
| 13. Officer D. Hemming, #10099 | |
| 14. Officer G. Miley, #13887 | |
| 15. Officer C. Simpson, #11516 | Exceptional appearance |
| 16. Officer J. Maxey, #13319 | |

Officer Zaugg, Officer Stites, Officer Hisle and Officer Sadowski had OC spray which had recently expired. The replacement OC spray had been moved by the weapons officer to the ammo locker and was located on August 19, 2008. All officers were issued new OC spray. The above referenced personnel all attended the August 13, 2008, uniform inspection and discrepancies were corrected prior to the August 20, 2008, uniform inspection.

Officer Hemming's handcuff case was noted to be excessively worn and was replaced immediately after the inspection.

**AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION**

CHP 453K (Rev. 5-06) OPI 009

AREA Auburn Area	DIVISION Valley Division	NUMBER
EVALUATED BY S. R. Segura, A/Chief; Donald Carte, Officer		DATE 08/13/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION

☒ Formal Evaluation ☐ Informal Evaluation

SUSPENSE DATE

FOLLOW-UP REQUIRED

☒ Yes ☐ No

☐ Correction Report

BY

COMMANDER'S REVIEW

DATE

1. PERSONNEL INSPECTION

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Do employees maintain a high standard of appearance?

☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms?

☒ Yes ☐ No

2. WEAPONS INSPECTION

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Are primary weapons inspected annually?

☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days?

☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division?

☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property?

☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons?

☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections?

☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year?

☒ Yes ☐ No

(1) When was the last audit conducted?

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year?

☒ Yes ☐ No

1b. Staff, in general, looked sharp and the troops were complimented on their appearance. here were several follow-up items noted. These included:

- An officer wore a shirt which was not properly ironed (no pleats).
- A departmental ID card was torn/worn to an excess.
- Two of the O/C cannisters examined had exceeded their expiration dates.
- Two officers wore pants with excessive darning/repairs.

The above items were discussed with Captain Ward and the inspecting Sergeant for follow-up action.

All weapons inspected appeared in good, clean working order. A records examination was conducted by Officer Donald Carte, ID 15833, who reported records were up-to-date and in compliance with policy.

**AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION**

CHP 453K (Rev. 5-06) OPI 009

AREA Woodland Area	DIVISION Valley Division	NUMBER
EVALUATED BY S. R. Segura, A/Chief; Donald Carte, Officer		DATE 08/14/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE

1. PERSONNEL INSPECTION

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
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a. Do employees maintain a high standard of appearance? ☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms? ☒ Yes ☐ No

2. WEAPONS INSPECTION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Are primary weapons inspected annually? ☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days? ☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division? ☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property? ☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons? ☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections? ☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year? ☒ Yes ☐ No

(1) When was the last audit conducted? October 2007

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year? ☒ Yes ☐ No

1b. Staff, in general, looked sharp and the troops were complimented on their appearance. There were several follow-up items noted. These included:

- An officer wore a shirt which was excessively stained.
- A sergeant had excessively long hair.
- Two officers wore pants with excessive darning/repairs.

The above items were discussed with Captain Iketani and scheduled for follow-up action by the inspecting Sergeant.

All weapons inspected were in good repair and appeared clean and well oiled. A records examination was conducted by Officer Donald Carte, ID 15833, who reported all was in good order.

Memorandum

Date: October 9, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Auburn Area

File No.: 220.10284.10294.51ch10

Subject: CHAPTER 10 FORMAL INSPECTION CORRECTIVE ACTIONS

Auburn Area has addressed and corrected the following items documented during a Chapter 10 Formal Inspection held on August 13, 2008.

An officer's shirt was improperly ironed, deleting the pleats.

An officer's departmental ID card was mutilated and in need of replacement.

Two O/C canisters had expired.

Two officers wore pants with excessive stitching/repairs.

All items listed have either been corrected or is in the process of replacement.



R. W. WARD
Commander

M e m o r a n d u m

C O N F I D E N T I A L

Date: September 22, 2008

To: Auburn Area


From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Valley Division

File No.: 201.10916.A06243.08-395

Subject: CHAPTER 10 FORMAL INSPECTION RESULTS/ACTION ITEMS

Attached are the results of the recent Chapter 10 inspection conducted on your command during the third quarter of 2008. Evaluators have provided several recommendations/action items for improvement. As these are all minor in nature, a Division suspense date of October 15, 2008, has been established. Area will be responsible to ensure the corrective actions are implemented and a report on status is generated to Division by the date indicated above.

If you have any questions on the contents of this report, please do not hesitate to contact Lieutenant John Arrabit at (916) 464-2090.


S. H. PEREZ, Chief

Attachments

Safety, Service, and Security